

**641—191.5 (135) Meetings.**

**191.5(1)** The advisory body shall establish a meeting schedule on an annual basis to conduct its business.

*a.* Meetings may be scheduled as business requires, but notice to members must be at least five working days prior to the meeting date.

*b.* A four-week notice is encouraged to accommodate the schedules of professional members.

**191.5(2)** Robert's Rules of Order shall govern all meetings.

**191.5(3)** Action on any issue before the advisory body can only be taken by a majority vote of the entire membership.

**191.5(4)** The advisory body shall maintain information sufficient to indicate the vote of each member present.

[ARC 8797B, IAB 6/2/10, effective 7/7/10]